**Template Board Agenda 1**

**Well-structured board agendas usually consist of:**

• Introductions & Apologies

• Declaration of any conflicts of interest

• Minutes of previous meeting for approval

• Matters arising

**Reports:** (suggested key reports and contents)  
• **CEO’s report** -   
- Report on performance of the charity (against Strategic Plan)  
- Recent successes  
- Forthcoming challenges  
- External issues affecting the organisations   
- Forthcoming opportunities

• **Financial matters**  
- Current performance against annual budget  
- Performance explained  
- Forthcoming financial opportunities and challenges   
- Cashflow, reserves and investment position – assurance on distance from liability threshold

* **Performance Assurance & Monitoring:**
* Board’s routine monitoring high level KPIs and monitoring risk
* Delegated authority reports e.g. reports from board sub committees or task-finish groups
* Compliance issues

**• |Approval / Review of Governance policies –** as per annual timetable

• **Board’s work plan** for next 12 months to help achieve agreed strategic priorities and annual plan – Sub Groups /Task - Finish groups required

**End with**

• Any other business

• Dates of next 12 months’ meetings